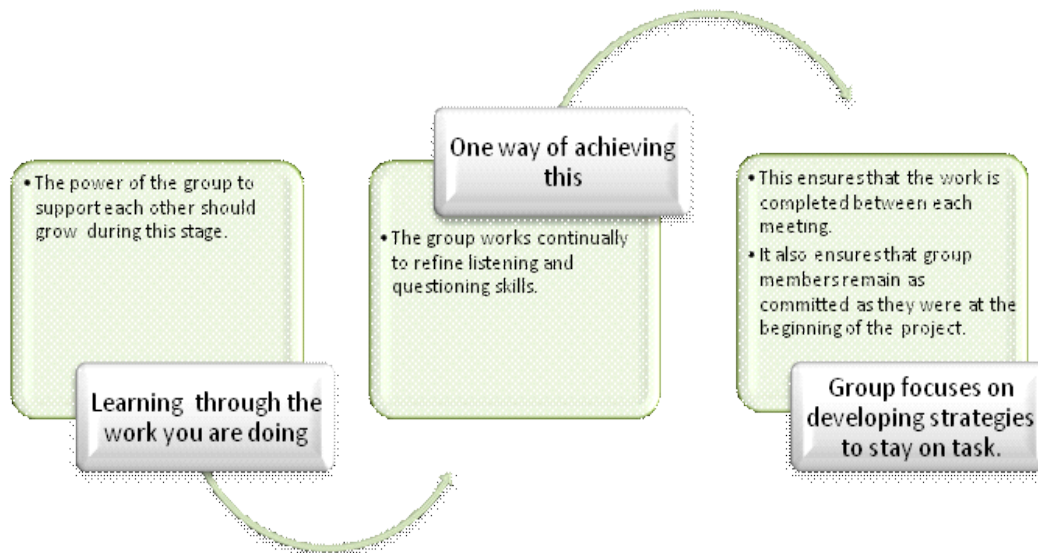


## Getting the work done

*The next stage involves continuing with the regular meetings until the project is completed.*

### ***Supporting each other to achieve our goals***

***Main priority: focus on learning through the work you are doing***



***Regular email contact from the facilitator and between the team members is useful. It is also important that members do not miss meetings or skip making presentations because they are busy. This will destroy the power of the group. This stage requires a sensitive balance between challenge and support.***

## The meetings

The meetings will continue following much the same process used in the first meeting.

Based on your experience in the first meeting or subsequent meetings you may want to renegotiate the

- agenda
- timing or
- duration.

### ***Suggestion:***

***Trial an alternative report format in one of the meetings.***

While the forms that are supplied in the following tools are slightly different they still require ***a one page report with a ten minute presentation.***

The concise nature of the report helps the presenter to focus on the key issues.

Members could also choose the format that suits their learning style.

***There is no reason why all members of the group must report in the same way.***

[View this presentation](#)



**Dealing with issues that arise**

Next

# Meeting agenda 1

## Meeting Agenda for group with individual projects: full day

All members agree to:

- Attend the meetings
- Adopt a sense of responsibility for the learning of the group
- Behave ethically and maintain confidentiality
- Do the work between the meetings

### AGENDA

Time	Activity	Notes
10 mins	Welcome and opening comments with a cuppa	The Facilitator.
45 mins	Participant 1 Presentation Clarification Questioning	The presentation should take about 10 mins. Clarifying questions should take about 5 mins We will leave 30 minutes for questioning
45 mins	Participant 2 Presentation Clarification Questioning	
	Morning tea while we work	
45 mins	Participant 3 Presentation Clarification Questioning	
45 mins	Participant 4 Presentation Clarification Questioning	
30 mins	Lunch	
45 mins	Participant 5 Presentation Clarification Questioning	
15 mins	Closure Feedback	

*Each session shall last for a full day. You could have 5 or 6 set members. You will stick to our time.*

*After the session, participants will return to work to begin work on their project.*

*Morning tea and refreshments will be taken as you work and you will break for 30 minutes for*

***lunch.***

***If help is required between sets you can contact your set adviser or each other.***

## Meeting agenda 2

### Meeting Agenda for group projects: Teams of three

All members agree to:

- Attend the set sessions
- Adopt a sense of responsibility for the learning of the group
- Behave ethically and maintain confidentiality
- Do the work between the sessions

### AGENDA

Time	Activity	Notes
10 mins	<b>Introduction</b>	The set adviser will begin
45 mins	<b>Participant 1</b> Presentation Clarification Questioning	The presentation should take about 10 mins. Only one person speaks on behalf of the team. Clarifying questions should take about 5 mins We will leave 30 minutes for questioning. Only the presenter answers questions
45 mins	<b>Participant 2</b> Presentation Clarification Questioning	<b>Team roles</b> 1. Presenter 2. Recorder 3. Note taker Team members take a turn at each role.
	<b>Morning tea while we work</b>	
45 mins	<b>Participant 3</b> Presentation Clarification Questioning	
45 mins	<b>Participant 4</b> Presentation Clarification Questioning	
30 mins	<b>Lunch</b>	
45 mins	<b>Participant 5</b> Presentation Clarification Questioning	
15 mins	<b>Closure</b> Feedback	

*Each session shall last for half a day. This will enable 3 groups of 3 people to present. Participants will stick to the time so that the sessions do not eat into school time.*

### Team roles

1. **Presenter:** This is the only person who speaks on behalf of the team.
2. **Recorder:** This person makes a note of all questions that are asked for later team reflection.
3. **Note taker:** Makes notes of all ideas that are discussed for later reflection and discussion.

Team members take a turn at each role so that over 6 meetings everyone will have two opportunities to present.

*Teams will return school to work collaboratively on their joint project.*

## Sample action learning report

### Directions

Each person in the set has 10 minutes to tell their story and then there will be some clarifying questions for about 2-3 minutes and discussion for about 30 minutes. You will require a one page (max) report to be handed to each group member.

### Questions to consider when telling your story:

*What have I done since last session? What am I doing at present?*

*What have I achieved?*

*My "highs" since last session are:*

*My "lows" since last session are:*

*What's the best thing that could happen right now?*

*What's my next critical step?*

*What help do I want from the group?*